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7 July 1958

MEMORANDUM FOR: Chiefs, Economic and Geographic Areas

SUBJECT : Recommended Editorial and Format
Modification in ORR Reporting

1. A number of ORR finished economic intelligence reports are being released to foreign governments

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2. Sanitization of ORR reports

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requires that the report contain no attribution to CIA or ORR. This is in addition to the usual deletion of the sources and gaps in intelligence before transmittal

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3. In this connection, some minor editorial and format changes of ORR reports are suggested, that would result in released reports looking less like lace paper. These recommendations include:

(a) At the top of Page 1 -- Discontinue the use of "CIA" and "ORR". The listing would read "RA-36 (Project 42.2086)"

(b) Change the wording of the footnote on Page 1 to read: "The estimates and conclusions in this report represent the best judgment of this Office as of 27 June 1958"

(c) In editing the text and tables of each report, where possible, replace the use of "CIA estimate" and "ORR estimate" with "Branch estimate", "our estimate", "a previous estimate", or "estimate of this Office"

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11 July -- Original sent to [redacted] with note: "Lois: Will you please meet with [redacted] and others to consider his proposal. He has been informed that you will represent the Geographic Area. /s/ Jim

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(d) Eliminate the use of "CIA" and "ORR" in the Methodology, replacing such with "this Office" or possibly "this Agency"

(e) Eliminate references in body of report to specific CIA offices and divisions such as OSI, D/GG, etc. (e.g. in statements of coordination.)

(f) In editing the text, to exclude where possible, minor source attributions that disclose aspects of covert collection efforts

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4. These recommendations have received the general concurrence of the Assistant Director. Accordingly, I would like to meet with the heads of your publications staffs to consider these suggestions.

Acting Chief, Control Staff

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